

JOB OPPORTUNITY BULLETIN

Release Date: December 14, 2018

Bulletin Number: 18-50

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

All appointments are subject to State Restrictions of Appointment (SROA) procedures.

PLEASE NOTE: APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED OR RECEIVED BY THE FINAL FILING DATE (FFD) INDICATED. Applications may be filed in person, but must be received by close of business of the FFD. Applications received after the FFD will not be considered. A notation or reference on the application to other materials, such as "see attached resume", will not be considered. For more information, please contact CAREERS@CALPIA.CA.GOV.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.



POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200

ADMINISTRATIVE ASSISTANT II

JOB CONTROL #: JC-136539

FINAL FILING DATE: DECEMBER 21, 2018

POSITION #: 063-020-5358-3001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4975 - \$6228

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800-1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, EXECUTIVE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Independently provides administrative assistance and support to the General Manager and Special Assistant to the General Manager. Researches and advises confidential, sensitive and complex administrative support to the Divisions. Reviews materials submitted by program for format, content and grammar. Develops or assists in the development of office workload and planning standards, staffing requirements and budgets, prepares correspondence in the absence of the General Manager.

Develops and maintains associated process and procedures for personnel, budgetary and contractual items. Prepares and composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the office. Reviews outgoing correspondence prepared by other staff for consistency with administrative policy as well as for format, grammatical, construction, and clerical errors. Gathers and summarizes data; develops briefing reports; attends meetings and conferences; and takes and/or summarizes notes into minutes; makes recommendations to General Manager and Special Assistant regarding policies or administrative action

Represents the department at meetings for management. Establishes and maintains confidential and administrative files. Confers with all levels of staff in regards to policies and procedures of the division.

Relieves the General Manager of all administrative duties by maintaining daily calendars, coordination of travel arrangements and activities for the Executive Management team; including hotel and transportation needs complying with current policy and regulations. Coordinates necessary meeting needs, including schedule, facility, and participants. Independently maintains records of travel, hotel accommodations, airline reservations and car rentals; completes associated travel claims, assures payment, and maintains budget accordingly.

REQUISITE SKILLS AND ABILITIES: Ability to use Microsoft Word/Excel/Access Database; effective telephone and interpersonal skills; ability to work independently and under pressure; good judgment and organizational skills, maintain extensive filing and tracking systems.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/07/2018

ASSOCIATE SPACE PLANNER

JOB CONTROL #: JC-136126

FINAL FILING DATE: DECEMBER 21, 2018

POSITION #: 063-485-4715-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5223 - \$6542

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, OPERATIONS/GENERAL FABRICATION, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under general supervision of the Prison Industries Manager, Century Systems, the incumbent works independently and is assigned complex and difficult projects involving planning, design and installation of modular furniture, confers with client agencies to advise and schedule installation of modular furniture, analyze complex and difficult space request, develop time line for project installation, produces interior modular office furniture plans, coordinates with production factory, coordinates with production factory, marketing and installation staff, review completed projects and makes recommendations for improvement.

REQUISITE SKILLS AND ABILITIES: The ability to work independently; multi-task in a fast-paced environment with changing priorities; good oral and written communication skills; project management experience; working knowledge of AUTOCAD; and the ability to work well and communicate directly with CALPIA customers and staff. Ability to read modular office systems space plans and assembly drawings. Experience in space planning, construction, manufacturing or structural assembly of modular systems furniture and/or like product

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/30/2018

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2006-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2444 - \$3059 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134319) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-PFT - DATE POSTED: 11/10/18 (JC-133851) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-PFT - DATE POSTED: 11/7/18 (JC-133951) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132769) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134131) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-PFT - DATE POSTED: 12/12/18 (JC-137762) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134068) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134240) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO-CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132884) - **FINAL FILING DATE: UNTIL FILLED**

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-PFT - DATE POSTED: 11/16/18 (JC-134932) - **FINAL FILING DATE: UNTIL FILLED**

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-PFT - DATE POSTED: 10/29/18 (JC-132705) - **FINAL FILING DATE: UNTIL FILLED**

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134168) - **FINAL FILING DATE: UNTIL FILLED**

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134892) - **FINAL FILING DATE: UNTIL FILLED**

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134604) - **FINAL FILING DATE: UNTIL FILLED**

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134070) - **FINAL FILING DATE: UNTIL FILLED**

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134142) - **FINAL FILING DATE: UNTIL FILLED**

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134678) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-PFT - DATE POSTED: 9/6/18 (JC-125892) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134269) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-PFT - DATE POSTED: 10/31/18 (JC-132935) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134298) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134720) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134873) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134110) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2006-001 - DATE POSTED: 08/10/18 (JC-122615) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132904) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134907) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134208) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-PFT - DATE POSTED: 11/16/18 (JC-134952) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2006-XXX

TENURE / TIME BASE: PERMANENT / INTERMITTENT (1500 HOURS)

SALARY: \$2444 - \$3059 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134329) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-PIN - DATE POSTED: 11/7/18 (JC-133918) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-PIN - DATE POSTED: 11/8/18 (JC-133996) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132776) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134137) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134603) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134100) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134257) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132899) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964

POSITION #: 096-760-2006-930 - DATE POSTED: 7/2/18 (JC-116789) - **FINAL FILING DATE: UNTILL FILLED**

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-PIN - DATE POSTED: 11/16/18 (JC-134933) - **FINAL FILING DATE: UNTIL FILLED**

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-PIN - DATE POSTED: 10/29/18 (JC-132720) - **FINAL FILING DATE: UNTIL FILLED**

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134191) - **FINAL FILING DATE: UNTIL FILLED**

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134900) - **FINAL FILING DATE: UNTIL FILLED**

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134631) - **FINAL FILING DATE: UNTIL FILLED**

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134081) - **FINAL FILING DATE: UNTIL FILLED**

RICHARD J. DONOVAN CORRECTIONAL FACILITY- CAN DIEGO 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION #: 391-760-2006-PIN - DATE POSTED: 12/14/18 (JC-138134) - **FINAL FILING DATE: UNTIL FILLED**

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134157) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134691) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-PIN - DATE POSTED: 9/6/18 (JC-125917) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134277) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-PIN - DATE POSTED: 10/31/18 (JC-132949) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134303) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134724) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134888) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134114) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132911) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134912) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134220) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-PIN - DATE POSTED: 11/16/18 (JC-134954) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2006-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2444 - \$3059 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134333) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-LFT - DATE POSTED: 11/7/18 (JC-133925) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134027) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132782) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134155) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134607) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134112) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134260) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132910) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964 (TWO POSITIONS)

POSITION #: 096-760-2006-100/101 - DATE POSTED: 7/2/18 (JC-116756) - FINAL FILING DATE: UNTIL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-LFT - DATE POSTED: 11/16/18 (JC-134939) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-LFT - DATE POSTED: 10/29/18 (JC-132745) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134201) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134910) - FINAL FILING DATE: UNTIL FILLED

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134673) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134098) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134160) - FINAL FILING DATE: UNTIL FILLED

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134698) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-LFT - DATE POSTED: 9/6/18 (JC-125952) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134294) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-LFT - DATE POSTED: 10/31/18 (JC-132951) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134314) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134725) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134891) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134118) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132918) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134937) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134226) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-LFT - DATE POSTED: 11/16/18 (JC-134958) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2004-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2920 - \$3660 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU03.pdf>, click Complete Self-Assessment***

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2004-001 - DATE POSTED: 10/19/18 (JC-131496) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY) – PERMANENT / FULL TIME (Continued)

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2004-001 - DATE POSTED: 11/28/18 (JC-135812) - FINAL FILING DATE: 12/12/18

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2004-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2920 - \$3660 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU03.pdf>, click Complete Self-Assessment***

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2004-001 - DATE POSTED: 09/19/18 (JC-127649) - FINAL FILING DATE: UNTIL FILLED

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2004-001 - DATE POSTED: 12/22/17 (JC-93904) - FINAL FILING DATE: UNTIL FILLED

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (CROPS FARM)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-133691

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-215-0648-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630 - 1430

LOCATION: CORRECTIONAL TRAINING FACILITY, AGRICULTURE, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Crops Farm) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direct supervision of the Prison Industries Manager, the incumbent is responsible for the supervision and instruction of a group of inmate workers engaged in the farming operations from 20 acres with future projections of up to 70+ acres of cultivated vineyard located at Correctional Training Facility (CTF), which serves as the practical application for the offender Career Technical Education (CTE) program. Plans and schedules crop operations including labor, materials and equipment, land preparation, planting, cultivation, pest control, weed abatement, harvesting and storage of grape crops. Responsible for completing all work assignments, per seasonal and CTE requirements. Set up, adjust and operate equipment required for a farming operation. Trains and supervises inmates in the safe operation of farming equipment, production techniques and safe work practices. Counsels and disciplines inmates in a professional manner, while being firm, consistent and impartial. Trains and evaluates the overall performance of inmates, including preparing inmate timekeeping records and disciplinary documentation. Ensure all disciplinary reports are recorded using current procedures. Prepares production records; conducts safety meetings; Maintain tool and key control processes and records; ensures a safe work environment; assists with custodial searches and offender counts. Maintain the safety and security of the institution.

REQUISITE SKILLS AND ABILITIES: Ability to facilitate, organize and implement sound agricultural practices at a vineyard enterprise within a correctional institution. Experience in all aspects of wine grape production. Ability to supervise and motivate subordinate staff using established leadership methods. Ability to recognize problems and determine resolutions. Experienced in modern grape farming techniques and the ability to apply them to new projects and more effective farming practices. Excellent written and verbal communication skills. The ability to demonstrate professionalism at all times and to be tactful and objective.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/07/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-125951

FINAL FILING DATE: UNTIL FILLED

POSITION #: 058-150-7198-008

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630 – 1630

LOCATION: CALIFORNIA MEN'S COLONY, FABRIC PRODUCTS, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Fabric Products), this position is responsible for supervising and training inmates in the Fabric

Products factories. Primary duties are as follows:

- Trains and supervises inmate work crews in the production of fabric products.
- Maintains a high quality standard for assignments.
- Maintains morale, production rate, tool control, and supplies for his/her specific assignment.
- Maintains at all times the highest level of security of the institution by being diligent, observant, and vigilant in following and adhering to the established policies and procedures.

REQUISITE SKILLS AND ABILITIES: Incumbent must have requisite skills and ability to supervise a garment enterprise including methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling, quality control and standards, general safety practices and training, materials handling techniques. Incumbents must be able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; maintain firm impartial, and consistent discipline; understand rules, regulations, laws, policies and procedures; analyze situations accurately and take effective action; keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/06/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960.

JOB CONTROL #: JC-111813

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-150-7198-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Fabric Products), the Industrial Supervisor, Prison Industries, (Fabric Products) is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance, and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair, and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates' files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies 101s are accurate and finished at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily work flow.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Personal computer experience and the ability to read patterns; experience using various machinery associated with sewing and garment manufacturing; Knowledge of CDCR/CALPIA laws, rules, procedures, and regulations.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the work site.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/21/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960.

JOB CONTROL #: JC-137641

FINAL FILING DATE: DECEMBER 27, 2018

POSITION #: 104-150-7198-006

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent II (Fabric Products), is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies Work Supervisory Reports are accurate and completed at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow

REQUISITE SKILLS AND ABILITIES: Personal computer experience and the ability to read patterns, experience in using various machinery associated with sewing and garment manufacturing. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/12/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (KNITTING MILL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-125970

FINAL FILING DATE: UNTIL FILLED

POSITION #: 058-160-7210-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630 - 1630

LOCATION: CALIFORNIA MEN'S COLONY, KNITTING MILL, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Knitting Mill) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Supervises and trains inmate workers in the production of socks, tubular knit fabric and fabric finishing. Maintains a high quality standard for all assignments. Maintains production, morale, tool control, and supplies for current specific assignment. Counsels and performs disciplinary actions of inmates as necessary and required. Maintains all reports required to perform assignment, such as but not limited to, probationary, quarterly, finals, production, and disciplinary. Is responsible for inmate timekeeping.

At all times maintains the highest level of safety and security of the institution, by being diligent, observant and vigilant in following and adhering to the established policies and procedures, including those governing the loading and unloading of delivery vehicles, thus precluding breaches of security and the escape of inmates. Maintains responsibility for the security of current assigned work area, including but not limited to, materials, tools and inmate workers. Searches assigned premises for all contraband, including weapons and illegal drugs. Performs clothed body searches of inmate workers. Secures the work area at the end of the shift. Maintains tool control records and up to date inventories of all tools.

REQUISITE SKILLS AND ABILITIES: Incumbent must have requisite skill and ability to supervise an industrial knitting enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations, production scheduling, quality control, safety practices, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/10/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-136674

FINAL FILING DATE: UNTIL FILLED

POSITION #: 075-421-2109-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): TUESDAY – FRIDAY, 0600 - 1600

LOCATION: CALIFORNIA STATE PRISON – SOLANO, LAUNDRY, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the general supervision of the Prison Industries Superintendent I and Superintendent II (Laundry), the Industrial Supervisor (Laundry) assists in the planning and scheduling of labor and the materials and equipment for production. Responsible for quality control, production control, and inventory control. Makes suggestions as to methods analysis, cost control, material research, procurement, and personnel development. Implements the individual components of the Inmate Employability Program (IEP) by training and motivating inmates in the personal development through their participation in the program.

REQUISITE SKILLS AND ABILITIES: Skill and ability to supervise a laundry enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/04/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-130954

FINAL FILING DATE: UNTIL FILLED

POSITION #: 081-420-2109-004

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 1415 - 2245

LOCATION: CALIFORNIA INSTITUTION FOR MEN, LAUNDRY, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent I, (Laundry), the Industrial Supervisor, P.I. (Laundry) supervises a crew of approximately twenty (20) to forty (40) inmates in one or more of the major functions required in the laundry operation. Assist in record keeping for productions and maintenance of laundry equipment.

Assist in the training of inmate workers, maintain inmate records, and ensure discipline and professionalism amongst the inmate work crews. Maintain production reports track and control the use of chemicals and raw materials, timekeeping, and pay raises in accordance with Department Operations Manual (DOM) and Title 15. Supervise the checking and servicing on all equipment on a daily basis to insure maximum productivity and maintains safety logs. Maintain quality control check sheets. Hold safety-training meetings, custodial searches, shakedowns and inmate counts. Assist in the planning and scheduling production including labor, materials, and equipment; coordinates and/or supervises installation, operation maintenance and repair of equipment and/or machinery.

REQUISITE SKILLS AND ABILITIES: Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision; ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain form, impartial, and consistent discipline; understands rules, regulations, laws and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance. Experience in industrial laundry enterprise with supervisory experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/18/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-128868

FINAL FILING DATE: UNTIL FILLED

POSITION #: 921-420-2109-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: VALLEY STATE PRISON, LAUNDRY, 21633 AVENUE 24, CHOWCHILLA, CA 93610

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direct supervision of the Prison Industries Superintendent II (Laundry), this position is responsible for supervising inmate workers in the operation of a laundry enterprise within a correctional institution. Duties include: processing laundry on the soiled or clean side or a combination of the two in order to ensure the timely and accurate delivery of clean linens and personal clothing to a variety of laundry customers, directly supervises 20-30 inmates in the sorting, washing, flatwork, and pressing of laundry, maintains order, safety and security within the workplace, trains and evaluates the performance of inmate workers, uses progressive discipline through the use of CDCR forms 128A, 128B and 115, prepares inmate timekeeping records; conducts inmate safety meetings; assists with custodial searches and inmate counts; handles laundry chemical utilizing a forklift and prepares proper application of chemicals in a variety of washes; and performs other duties as required.

REQUISITE SKILLS AND ABILITIES: Incumbent must have knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; quality standards and control; safety practices; material ordering and handling techniques; instruct and supervise inmates in production techniques, machine operation and safety; ability to maintain firm, consistent and impartial discipline of inmate workers; understand rules, regulations, laws and procedures, analyze situations accurately and take effective action; good record keeping skills; read and write English at a level required for a successful job performance. Experience in a industrial laundry enterprise with supervisory experience. Must possess tact, patience and the ability to work with persons confined in a correctional facility.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/28/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-137452

FINAL FILING DATE: DECEMBER 24, 2018

POSITION #: 073-420-2109-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 1000 - 1800

LOCATION: CALIFORNIA STATE PRISON – CORCORAN, LAUNDRY, 4001 KING AVENUE, CORCORAN, CA 93212

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Assigns, supervises, and coordinates the work of a group of inmates in working, cleaning and distribution of institutional laundry, and in operation of the various laundry equipment, schedules labor, materials, and equipment use based on demonstrated need; Supervises the installation, maintenance, and repair of all laundry equipment; coordinates the flow of necessary materials, and supplies; maintains inventory records; Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; keeps time cards; assists with searches, shakedowns and inmate counts. This position may be required to work state holidays that fall within the work week

REQUISITE SKILLS AND ABILITIES: Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision; ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain form, impartial, and consistent discipline; understands rules, regulations, laws and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance. Experience in industrial laundry enterprise with supervisory experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite

WHO MAY APPLY: PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/10/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-137025

FINAL FILING DATE: DECEMBER 21, 2018

POSITION #: 287-450-7215-004

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4918 - \$6226

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: FOLSOM STATE PRISON, MAINTENANCE & REPAIR, 300 PRISON ROAD, REPRESA, CA 95671

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Supervises and trains inmates to perform repairs on all of the industries factory equipment; installs and services safety equipment and controls on equipment and machinery as required by CAL-OSHA; makes safety inspections to help maintain a safe work environment; supervises the inmate safety coordinator; maintains stock of and issues, as needed, personal protective gear; trains and enforces safety rules to inmates throughout industries; arranges for outside service vendors or contractors to perform repairs beyond our capability; and supervises a tool crib and a maintenance shop. Supervises the inmate workers in the performance of a preventative maintenance program for the industries factory equipment; maintains and/or repairs various equipment which includes, but is not limited to mechanical and hydraulic presses; conveyors; electrical and electronic systems; paint and powder application booths and systems; ovens and heaters; refrigeration equipment; commercial laundry equipment; plumbing; sandblasting equipment; elevators; air compressors; pumps; printing machines; welding equipment; wood working equipment; machine shop equipment; and cardboard forming and laminating equipment

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action; knowledge of California Department of Corrections and Rehabilitation/California Prison Industry Authority laws, rules, procedures, and regulations. In accordance with the class specification, all incumbents must have the requisite skill and ability to supervise and maintenance operation and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices; analyze situations accurately and take effective action; and keep records and prepare reports for successful job performance. Must be a team player

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/07/2018

INDUSTRIAL SUPERVISOR PRISON INDUSTRIES (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-136950

FINAL FILING DATE: DECEMBER 19, 2018

POSITION #: 391-450-7215-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4918 - \$6226

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: RICHARD J. DONOVAN CORRECTIONAL FACILITY, MAINTENANCE & REPAIR, 480 ALTA ROAD, SAN DIEGO, CA 92179

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Supervises inmate work crews in the preventive maintenance and repair of all industrial systems and equipment, and facilitates to ensure the successful ongoing operation of each industry. Plans and schedules necessary labor and equipment and prioritizes work assignments. Makes rough shop drawings and prepares estimates of the cost of minor repairs and installations. Maintains a central repair work area and ensures that necessary tools, materials, and supplies are ordered, stored and kept in optimum working order. Maintains an inventory of replacement/repair parts and keeps operation, service and repair manuals updated and in good working order. Practices good housekeeping in all areas under his/her control. Maintains record keeping, timekeeping, purchasing and payroll activities. Maintains proper discipline and security within the work areas, including assisting in custodial searches, shakedowns, inmate counts; issue tools and maintain accurate tool inventories; maintain a clean and safe work environment and ensures the direct supervision of electrical, pneumatic, and bench grinder equipment when in use by inmates.

REQUISITE SKILLS AND ABILITIES: Knowledge of electronic and experience in repairing and troubleshooting controllers is desirable. Proficient in welding, boiler maintenance, and hydraulics. Pneumatics, plumbing and electrical electronics. Effective communication skills (oral and written). Skill in the repair and maintenance of manufacturing equipment. Knowledge of record keeping

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/05/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-125866

FINAL FILING DATE: UNTIL FILLED

POSITION #: 096-450-7215-002

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4918 - \$6226

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0500 - 1500

LOCATION: CALIFORNIA STATE PRISON - SAN QUENTIN, MAINTENANCE & REPAIR, SAN QUENTIN, CA 94964

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

The incumbent supervises and instructs inmate work crews in the preventative maintenance and repair of all industrial equipment and facilities to insure the successful, ongoing operation of each enterprise. Performs routine scheduled maintenance and arranges for outside service vendors to perform repairs beyond our capacity. Plans and schedules necessary labor for each maintenance task, procures materials and supplies, and prioritizes work assignments; manages the Health and Safety Program; Reviews and updates all components of the Illness and Injury Prevention Program as needed/annually; Assists enterprise staff in conducting Job Hazard Analysis (JHA) and developing the Code of Safe Practice; Holds monthly safety committee/meetings; responsibility for maintain clear communication with staff on Health and Safety issues; Provides assistance in addressing Health and Safety concerns ensuring safety hazards are corrected ; responsible for maintaining the MP2 Maintenance Program.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/06/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MATTRESS AND BEDDING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR §599.960

JOB CONTROL #: JC-110667

FINAL FILING DATE: UNTIL FILLED

POSITION #: 096-360-7197-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0500 - 1500

LOCATION: CALIFORNIA STATE PRISON - SAN QUENTIN, MATTRESS & BEDDING, SAN QUENTIN, CA 94964

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Mattress & Bedding) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

The Industrial Supervisor, Prison Industries (Mattress and Bedding), under the direction of the Prison Industries Superintendent II (Mattress and Bedding) is responsible for the training, developing, and directing inmate workers in the scheduled production of mattresses. This includes the manufacturing of innerspring mattresses and pillows; Supervising the implementation of the Quality Assurance Programs and maintain inmate pay and inmate work incentive program time records; Understand and apply safety rules and regulations; Maintains safety and security of working areas and work materials; Assist in the preparation of machinery purchase; keep inventory control of part and supplies; utilizing the Enterprise Resource Planning system (ERPLx) shop orders, labor hours, and other production related functions; Maintains firm and impartial and constant discipline of assigned workers; implements the individual components of the Industry Employment Program (IEP), training and motivating inmates in personal development through their participation in the program; perform other duties as required that are related to the classification.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Knowledge and ability to train and supervise inmates in the manufacturing of mattress and bedding products in a correctional environment.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/11/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (OPTICAL PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 128659

FINAL FILING DATE: UNTIL FILLED

POSITION #: 075-270-7150-005

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630 - 1430

LOCATION: CALIFORNIA STATE PRISON – SOLANO, OPTICAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Optical Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

- Supervises and coordinates the activities of inmates in the manufacture of prescription eyewear and four staff in customer service/shipping/billing. Assigns duties, schedules labor, material and equipment use based on demonstrated need.
- Supervises the installation, operation, maintenance, and repair of all optical equipment; coordinates inventory replenishment.
- Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; assists in custodial searches, pat downs, and inmate counts.
- Implements the individual components of the Industry Employment Program (IEP). Trains and motivates inmates in personal development through their participation in the program.
- Maintains production reports in computer networks, reports production status to Superintendent II, Performs regular quality control inspections on finished products and establishes production standards; makes recommendations to increase productivity. Completes required IST/OJT classes.

REQUISITE SKILLS AND ABILITIES: Experience in an industrial optical enterprise with supervision experience; must possess the ability to work with persons confined in a correctional setting. Have the ability to exercise initiative, good leadership and organizational skills; good attendance, punctuality, and attention to detail are a must.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/27/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (WOOD PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-115927

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-120-7178-012

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4481 - \$5667

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, WOOD PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises inmates or residents in production work, quality control, safety, and personal development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates or residents for contraband, such as weapons or illegal drugs; and does other related work. Industry Employment Program, training and motivating inmates in the personal development through their participation in the program.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Knowledge of: Methods, materials, machinery, processes, tools, and equipment used in wood products industrial operations, production scheduling and control, quality standards and control, safety practices and orders, materials handling techniques, principles of personnel management and supervision, budget preparation, and cost control.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 06/21/2018

INDUSTRIAL WAREHOUSE AND DISTRIBUTION SPECIALIST, PRISON INDUSTRIES

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-113225

FINAL FILING DATE: UNTIL FILLED

POSITION #: 081-390-7231-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3993 - \$5037

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: CALIFORNIA INSTITUTION FOR MEN, ON-TIME DELIVERY, SOUTH, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Warehouse and Distribution Specialist, Prison Industries vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Plans efficient shipping, conducts loading and unloading of all state trucks and other common carriers with OTD products. Verifies items received are in good condition and in accordance with documentation. Prepares the necessary freight bills and other documentation to ship, and supervises the shipping of all orders. Adheres to delivery schedules. Checks all commodities being shipped against incoming freight bill documents to determine if correct item and quantity pulled are correct. Adheres to established loading and transport procedures

Supervises the receiving of OTD finished goods, (counts to make sure the total items received agree with the orders on file). Notes all shortages and/or damages. Organizes storage of finished goods (re-palletized stock, if necessary for maximum use of available warehouse space).

Physically inventories all stock items in warehouse. Maintain complete inventory and quality control. Perform ERPLx functions using the Sales Order, Inventory, Purchasing, and Query Modules.

Operates forklifts and other types of mechanized material handling equipment. Telephone liaison with other OTD warehouses, and common carriers, and Central Office personnel. Keep apprised of new developments and techniques in materials handling. Attend seminars on warehousing and attend all In Service Training classes required. Keep apprised of institution and department rules and regulations.

REQUISITE SKILLS AND ABILITIES: Responsible for using proper safety methods for lifting and moving large items such as furniture, so as not to damage the items or do injury to self or others.

- Class A license
- Experience working in a correctional institution
- Supervisory experience
- Organizational and planning skills
- Knowledge of computer programs (Microsoft, ERPLx)
- Able to work constructively and professionally in a team environment and with regulatory agencies.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 06/01/2018

INDUSTRIAL WAREHOUSE AND DISTRIBUTION SPECIALIST PRISON INDUSTRIES

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-136700

FINAL FILING DATE: UNTIL FILLED

POSITION #: 399-430-7231-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3993 - \$5037

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630 - 1430

LOCATION: CALIFORNIA STATE PRISON LOS ANGELES, WAREHOUSE, 44750 60TH STREET WEST, LANCASTER, CA 93536

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Warehouse and Distribution Specialist, Prison Industries vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under direction of the Prison Industry Manager, the incumbent is responsible for the receipt, inspection, and storage of purchased materials, raw materials, and supplies for the manufacturing of chemical products. This position will be responsible for the issuance and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point of use in the warehouse or supply room; produces freight bills and verifies incoming freight bills for accuracy; conducts regular safety meeting with inmates; maintains order and supervises the conduct of persons committed to the institution; maintains security in the work area and work materials; inspects premises and searches inmates for contraband; transports materials and finished products from the warehouse to various enterprises; and performs other job related duties as required.

REQUISITE SKILLS AND ABILITIES: The incumbent must have prior warehouse experience; knowledge of ERPix system is desirable; knowledge in DOT shipping and receiving procedures; effective communication skills (Oral and Written); ability to train inmates in improving themselves and the operation; ability to maintain a professional working atmosphere for staff and inmates; ability to analyze situations and take the initiative and action to resolve; knowledge of CDCR & CALPIA rules, procedures and regulations; organized and ability to multi-task in a changing environment

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/04/2018

INFORMATION TECHNOLOGY ASSOCIATE

JOB CONTROL #: JC- 138070

FINAL FILING DATE: DECEMBER 28, 2018

POSITION #: 063-085-1401-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3877 - \$6868

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 6868

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ON-TIME DELIVERY- E-WASTE, 8681 YOUNGER CREEK, SACRAMENTO, CA 95828 (TRANSPORTATION ONLY)

DESCRIPTION OF DUTIES: Supervises, trains and prioritize work for assigned offenders in the sorting of computer hardware and testing of computer hardware received from various agencies. Provides basic knowledge in assessing functions of computer hardware for the purpose of determining appropriate actions to refurbish computer hardware. Oversee repairing and installation of software for the purpose of maintaining computer in a safe and functional operation condition. Follow and maintain safety regulations and procedures and teach safe work methods and procedures. Monitors the network and devices using appropriate software to identify possible outages. Assists team in root cause analysis to implement or recommend implementation of solutions to customer reported or production problems. Recommends incident control/problem management process improvements based on analysis of current process and service delivery targets. Participates in hardware and software procurement. Prepares application system and user documentation. Participates in user training activities. Assist in troubleshooting network problems. Assist in performing system and application updates/upgrades.

Prepares a variety of written materials (e.g. inventory control, procedures, etc.) for the purpose of providing written support and/or conveying information. Procures computer parts, supplies and materials for the purpose of ensuring the availability of items commonly required to repair computer hardware following CALPIA procurement procedures.

Warehouse computer parts, supplies and materials for the purpose of establishing an inventory of items commonly required for the repairing of computer hardware.

REQUISITE SKILLS AND ABILITIES: Knowledge of e-waste flow and recycling certifications processes. Ability to perform a variety of tasks regarding the development, installation, implementation, procurement, or support of IT systems. Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to work independently in a correctional environment and to deal effectively with staff at all levels. Must be physically able to lift up to 25 lbs and travel as needed.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/13/2018

INFORMATION TECHNOLOGY SPECIALIST II

JOB CONTROL #: JC- 126153

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-045-1414-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6777 - \$9081

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MANAGEMENT INFORMATION SERVICES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Join an innovative, busy and professional team in Management Information Systems. Under general direction of the IT Manager II, incumbent demonstrates a depth of leadership and expertise in system and network engineering with knowledge about security practices on both Linux and Windows. This role is to ensure the stability and integrity of voice, data, video, wireless, information systems, and CALPIA staff and offender network. This includes planning, developing, designing, installing, configuring, maintaining, supporting, and optimizing local and wide area network, system hardware, software, and communication links. The incumbent leads and participates with the installation, monitoring, maintenance, support, and optimization of all network hardware, software, communication links, and associated operating systems. The incumbent has practical knowledge working with Windows security mechanisms and some familiarity with Linux security mechanisms. The candidate must be able to analyze logs from firewalls, Linux and Windows systems. Incumbent performs a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. Incumbent optimizes and apply architecture solutions for the benefit CALPIA and plays a major role in advising management or formulating information technology policy.

REQUISITE SKILLS AND ABILITIES:

- Complete and thorough understanding of the principles of networking; networking hardware; wired and wireless media.
- Understand networking protocols, operating systems for both desktop/laptop and server systems.
- Ability to design, configure, install, maintain, and troubleshoot server and desktop installations.
- Understand key network services including name and directory services, file and print services, distributed applications, email, HTTP, DNS (and possibly WINS), DHCP, FTP, IMAP, HTTP, etc.
- Understand networking services with practical, hands-on technical skills and know how to install, configure, maintain, update, and troubleshoot such services.
- Understand and work with VPNs, encryption, authentication, and security services to establish safe, usable connections with the Internet and external service providers.
- Knowledgeable about security practices on both Linux and Windows. Practical and knowledge working with Windows security mechanisms and some familiarity with Linux security mechanisms.
- Interpret patterns of noncompliance to determine their impact on the enterprise's levels of risk and/or the information assurance program's overall effectiveness.
- Knowledge of current security trends, mitigation techniques, general technology developments and related subjects necessary to recognize and address security issues.
- Recognize and implement changes in laws, policies or regulations that impact the privacy or security of confidential information.

REQUISITE APPLICATION DOCUMENT(S): Degree and/or Transcript,

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/10/2018

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LEAD CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2005-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2622 - \$3283 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU02.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF (Healthcare Facilities Maintenance), the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, civil service custodian's to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and civil service custodian's and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. The Lead Custodian will perform janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists in the planning of daily operations, scheduling labor, providing training, evaluating and counseling to inmate workers and Civil Servant Custodians. Utilizes the Industry Employment Program, supervises the conduct of offender worker and civil service workers in the janitorial program. Maintains tool and key control per the department and institutional procedures; Maintains accurate inmate counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

LEAD CUSTODIAN (CORRECTIONAL FACILITY) PERMANENT / FULL TIME (Continued)

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2005-001 - DATE POSTED: 1/10/18 (JC-95740) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2005-001 - DATE POSTED: 11/9/18 (JC-134193) - **FINAL FILING DATE: 11/29/2018**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2005-001 - DATE POSTED: 09/14/18 (JC-122722) - **FINAL FILING DATE: UNTIL FILLED**

OFFICE TECHNICIAN (TYPING)

POSITION IS SUBJECT TO REASONABLE SUSPICION DRUG TESTING PURSUANT TO 2 CCR § 599.960

JOB CONTROL #: JC- 137291

FINAL FILING DATE: UNTIL FILLED

POSITION #: 047-100-1139-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3038 - \$3802 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): TUESDAY – FRIDAY, 0630 - 1630

LOCATION: AVENAL STATE PRISON, ADMINISTRATION, 1 KINGS WAY, AVENAL, CA 93204

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries (PI) Administrator provides administrative support to the PI Administrator and PI Manager. Composes types and assembles a variety of management correspondence and statistical production reports as directed. Perform a variety of general office work, including but not limited to: typing, dictation and transcription. Maintains CALPIA administration files and procedure manuals. Answers incoming phone calls maintains appointment calendars and meeting scheduling. Communicates and disseminates information as needed. Supervises, trains, and evaluates inmate clerks performing a variety of non-sensitive and non-confidential clerical duties. Reviews emails and responds to customer and vendor questions. Maintains the inmate timekeeping for all enterprises/factories. Interacts with factory staff to facilitate data transfer. Maintains enterprise information and update the inmate timekeeping database/system as needed for accurate inmate payroll processing. Issues purchase requisition numbers from a sequential list and maintains log of issued numbers in a secure manner. Collates purchase requisitions with stock receipt reports and vendor invoices. Ensures that all invoices are correct, accurate, and authentic. Prepares payment packages for review, approval and submits signed payment packages to CALPIA Central Office Accounting. Processes various IEP reports, orders and maintains supplies for use in administration. Takes minutes in staff meetings as required. This position may supervise at least 2 inmate clerks

REQUISITE SKILLS AND ABILITIES: Excellent typing and proofreading skills, proficient at Microsoft Excel and Word, communicate effectively use tact, good judgment, and discretion, ability to multi-task. Key-data and 10-key experience. Ability to express ideas and report data effectively, apply rules and regulations, analyze data and draw logical conclusions. Analytical ability; communication skills; self-directed, able to take initiative and work independently; dependable, good attendance record, and willingness to work with and around inmates.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 12/07/2018

OFFICE TECHNICIAN (TYPING)

POSITION IS SUBJECT TO REASONABLE SUSPICION DRUG TESTING PURSUANT TO 2 CCR § 599.960

JOB CONTROL #: JC-137650

FINAL FILING DATE: DECEMBER 26, 2018

POSITION #: 399-100-1139-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3038 - \$3802

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1530

LOCATION: CALIFORNIA STATE PRISON LOS ANGELES, ADMINISTRATION, 44750 60TH STREET WEST, LANCASTER, CA 93536

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Lead Manager, this position is expected to exercise a high degree of initiative and independence in assuming responsibility for providing overall clerical support to the administration of the Prison Industry programs within a correction institution. Reviews procurement documents and other financial reports for completeness, accuracy, and conformity to accepted accounting standards. Prepares monthly reports for Central Office Accounting, is responsible for inputting all purchase documents into the ERPLx. Reconciles open purchase, reviews and closes open orders as required. Functions as the timekeeper for all CALPIA civil service positions assigned to LAC. Maintains bookkeeping and accounting control record. Investigate complaints/inquiries from vendors regarding purchase orders, damaged items, item shortages and invoice payments. Prepares and assembles monthly status reports and financial statements. Maintains inmate time keeping. Prepares and report monthly inmate payroll to both institutional Trust Office and CALPIA Central Office Accounting

REQUISITE SKILLS AND ABILITIES: Develop, maintain, and communicate procedures in ISO format (International Standards Organization) Communicate with customers, auditors, CALPIA staff and management, and control agency employees. Participate in fiscal year end closing, annual external audit and special projects. Prepare and create reports with financial analysis for management based on daily work assignments. Provide expertise, over-site and training to other staff. Strong knowledge of financial, governmental accounting, Strong Analytical skills and ability to draw sound conclusion, Excellent written and oral communication skills, Excellent organizational and time management skills, Detail oriented, focused on accuracy, able to meet deadlines, Knowledge of Microsoft Excel and Accounting Systems

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/11/2018

PRISON INDUSTRIES ADMINISTATOR

JOB CONTROL #: JC-138225

FINAL FILING DATE: DECEMBER 31, 2018

POSITION #: 081-100-7158-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$8241 - \$9357

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1630

LOCATION: CALIFORNIA INSTITUTION FOR MEN, ADMINISTRATION, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Administrator vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Provides direction and leadership to CALPIA operations within California Institute for Men, California Institute for Women and California Rehabilitation Center. Responsible for overall production and administrative function to include: production and inventory control, procurement, accounting, warehousing, and personnel. Maintains accountability and discipline. Oversees the efforts of CALPIA staff in the area of agriculture, manufacturing, fabrication, quality and delivery of products and services to CALPIA customers. Serves as liaison between CALPIA and other state agencies and private vendors in matters related to new product development. Provides direction to subordinate staff in regard to work assignments, training, production methods and staff performances. Implements strategies to effectively manage past due orders, RMAs, lost production hours, Health and Safety program guidelines, and the Industry Employment Program. Creates goals inline with CALPIA related to production expectations, quality control, safe enterprise operations, and inmate training and certification. Ensures subordinate staff receives adequate training to achieve, exceed, and maintain satisfactory performance appraisals in the area of their responsibility. Becomes familiar with and implement the provisions of various management resources and references, including but not limited to: applicable Penal Code and Government Code sections and other law regulations, bargaining unit agreements, State Administrative Manual sections, California Department of Corrections and Rehabilitation Operation Manual, CALHR laws and rules, Title 15 and all health and safety requirements including these and other reference and their compliance. Promotes and facilitates upward mobility training.

REQUISITE SKILLS AND ABILITIES: Experience and knowledge in the operations of the Healthcare Facilities Maintenance and manufacturing various product lines such as beverage packaging, fabric/clothing production, food, and laundry. Knowledge of lean manufacturing process and procedures. Knowledge of the state disciplinary process; fiscal management and budgetary controls.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

DATE POSTED: 12/14/18

PRISON INDUSTRIES MANAGER (GENERAL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-97387

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-085-7157-001

TENURE / TIME BASE: PERMENANT / FULL TIME

SALARY: \$6308 - \$7841

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, OPERATIONS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Manager (General) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the general direction of the Prison Industries Administrator - On Time Delivery, this position directly oversees various operations statewide including but not limited to E-Waste. Oversees all phases of enterprise and/or programs in the Operations Division; establishes yearly capacity plan, performs ongoing analysis of capacity and production plan for each enterprise; makes routine decisions, based on analysis, for distributing workload to meet customer needs and improve operations effectiveness to help in achieving self-sufficiency; makes recommendations on equipment; provides system engineering consultation on design of new or modification of existing facilities and product; works on developing programs to increase efficiencies and costs (e.g. International Organization for Standardization (ISO) principles); conducts analytical studies on a variety of programs and policy issues; develops and maintains operating policy and procedures for various products; establishes, plans and develops procedures to increase production efficiency, product quality, and use of materials; keeps apprised of department rules and regulations; coordinates and implements designated projects; monitors procedures; researches newly introduced rules and regulations related to the Operations division and advises management of the impact; conducts and/or participates in meeting with field enterprises and Central Office; works with Marketing and Customer Service staff to ensure that all major projects, On-Time Delivery forecasts, and orders are scheduled to meet delivery.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision; ability to establish own priorities and formulate plans of action to achieve desired results; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; strong understanding of cooperative management techniques and willingness to participate in team projects; ability to read and interpret standard business financial statements.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

REQUISITE APPLICATION DOCUMENT(S): School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/14/18

PRISON INDUSTRIES SUPERINTENDENT II (AGRICULTURE)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-138101

FINAL FILING DATE: DECEMBER 31, 2018

POSITION #: 107-180-0617-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0645 - 1445

LOCATION: DEUEL VOCATIONAL INSTITUTION, DAIRY, 23500 KASSON ROAD, TRACY, CA 95378

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Agriculture) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Administrator, the incumbent is responsible for planning, organizing and supervising the overall operation of CALPIA's Dairy enterprise at Deuel Vocation Institution (DVI). This enterprise includes 450 acres of crop/farm used to support the 600 milking cows and 150 calves or dry cows in the dairy operation and the milk processing facility at the dairy and administrative functions including accounting and maintenance. Oversees all phases of the enterprise programs; plans and schedules labor; materials and equipment, lead responsibility for quality assurance, process control, inventory control, cost control and procurement. Prepares budgets and makes recommendations on necessary equipment and materials; directs the preparation of records and status reports on production and inventory; dictates correspondence and conducts supervisory meetings; formalizes enterprise operating procedures. Oversees billings of product shipped from the factory including input of deliveries into ERPLx, performs reconciliation of billing to ensure proper billing of customers, completes procurement documents, signs off on payment packages. Maintains production efficiency and product quality; develops and implements plans for water and energy conservation; directs the ordering, shipping and handling of all production materials and supplies.

REQUISITE SKILLS AND ABILITIES: Ability to lead the team by making decisions based on sound and accurate judgment. Identify and resolve problems in a timely manner, to develop project plans and coordinate implementation, to supervise and motivate subordinate staff using proven, effective leadership techniques, tact, patience and ability to projecting a professional image to outside customers.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/14/2018

PRISON INDUSTRIES SUPERINTENDENT II (AGRICULTURE)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-136714

FINAL FILING DATE: DECEMBER 18, 2018

POSITION #: 383-210-0617-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 7:00AM – 3:00PM

LOCATION: CENTRAL CALIFORNIA WOMEN'S FACILITY, AGRICULTURE, 23370 ROAD 22, CHOWCHILLA, CA 93610

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Agriculture) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direct of the Prison Industries Manager, the incumbent is responsible for the Supervision and instruction of two Industrial Supervisors and a group of inmate workers engaged in the farming operation of over 800 acres of cultivated farmland located at Central California Women's Facility (CCWF) and Valley State Prison (VSP), which includes several varieties of almonds and several hay crops. Plans and schedules crop operations including labor, materials and equipment, land preparation, planting, cultivation, pest control, weed abatement, harvesting and storage of hay crops. Responsible for completing all work assignments, per seasonal requirements. Communicates with harvesting and hay cutting vendors, does purchase orders. Handles communication with PIC and all farming contracts. Trains and supervises CALPIA staff, inmates in the IIPP, safe operation of farming equipment, production techniques and safe work practices. Counsels and disciplines Staff and inmates in a professional manner, being firm, consistent and impartial. Trains and evaluates the overall performance of inmates, including preparing inmate timekeeping records and disciplinary documentation. Ensure all disciplinary reports are recorded and sent to the appropriate destination. Prepares production records; conducts safety meetings; Main good tool and key control processes and records: ensures a safe work environment; assists with custodial searches and inmate counts.

REQUISITE SKILLS AND ABILITIES: In accordance with the class specifications, incumbents must have requisite skill and ability to supervise staff and instruct inmates in a farming operation; possess the knowledge of methods, materials, machinery, processes, tools and equipment used in the farming operation of almond and hay production; ability to train staff and inmates regarding safe work practices; analyze situations accurately and take effective action; keep records and prepare reports for successful job performance. Must possess tact, patience, and the ability to work with persons confined in correctional institution. Possess good leadership skills; exercise good attendance and punctuality.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/04/2018

PRISON INDUSTRIES SUPERINTENDENT II (COFFEE ROASTING AND GRINDING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-136516

FINAL FILING DATE: DECEMBER 17, 2018

POSITION #: 045-820-7115-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0645 - 1445

LOCATION: MULE CREEK STATE PRISON, COFFEE ROASTING & GRINDING, 4001 HIGHWAY 104, IONE, CA 95640

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Coffee Roasting and Grinding) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direct of the Prison Industries Manager, the incumbent is responsible for planning, organizing, and supervising the overall operation of the CALPIA Coffee Roasting enterprise within a correctional institution. Work hours are Mon-Fri 645 to 1445, RDO are Sat, Sun & Holidays. Typical duties include, but are not limited to : Supervises one Industrial Supervisor PI (Coffee Roasting), ensures raw materials and equipment to meet coffee roasting and grinding as well as instant coffee packaging production requirements; has lead responsibility for the safety program, inventory control, materials research and procurement. Makes recommendations to improve production efficiency, and product quality. Supervises offender payroll time keeping functions through Tru Time and develops and processes weekly and monthly production reports. Plans and schedules labor, materials, and equipment for production, initiates Form 13s. Ensures that all shipping and receiving transactions between Warehouse and Coffee Roasting are correct. Maintains discipline of offenders, including custodial searches, logging the searches, and offender counts, as prescribed in the California Code Of Regulations, Title 15, Crime Prevention and Corrections, Department Operations Manual (DOM), and MSCP DOM Supplements. Ensures that pre-operation inspections are done daily before the start and at the end of the workday.

REQUISITE SKILLS AND ABILITIES: Have experience with computers (Word/Excel). Ability to read routine reports and correspondence. Ability to add, subtract, multiply and divide in all units of measure using numbers, common fractions, decimals and compute rate, ratios and percentages. Ability to interpret a variety of instructions furnished in written, oral, diagram and/or schedule form.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 12/03/2018

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-99575

FINAL FILING DATE: UNTIL FILLED

POSITION #: 189-150-7195-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5481 - \$6803, POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0615 - 1415

LOCATION: SIERRA CONSERVATION CENTER, FABRIC PRODUCTS, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under general direction of the Prison Industries Administrator, this position directly supervise staff and inmate workers in the manufacturing of fabric products. The incumbent is responsible for the daily operations of the SCC, Fabric Products enterprise and is responsible for the planning, organizing, purchasing, and the supervision of the daily operation/production and the Health & Safety of the operation. Has lead responsibility for quality, process, inventory, cost controls and is knowledgeable in the methodology of cost analysis and procurement methods utilizing ERPLx. Establishes, plans, and develops procedures to increase production efficiency and increase profitability. Works as a team member with Customer Services, Sales & Operation to ensure all customer issues are resolved in a timely manner. Maintains and ensures staff is aware of individual components of the Industry Employment Program and motivating inmates in personal development through their participation in the program.

REQUISITE SKILLS AND ABILITIES: Incumbents must have the requisite skill and ability to provide good leadership skills with the ability to supervise and motivate staff using proven leadership techniques. Ability to plan production goals; knowledgeable in budget preparation and budget control; effective communication skills both orally and written; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; the ability to train staff and inmates in improving themselves and the operation; and the ability to plan, organize and manage an industrial Fabric Products operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 2/8/18

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 137692

FINAL FILING DATE: DECEMBER 27, 2018

POSITION #: 405-150-7195-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5481 - \$6803 , POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1530

LOCATION: CENTINELA STATE PRISON, FABRIC PRODUCTS, 2302 BROWN ROAD, IMPERIAL, CA 92251

DESCRIPTION OF DUTIES: : ***Prior to applying for any Prison Industries Superintendent II (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Plans, schedules, and organize labor, material, and equipment for production using the Enterprise Resource Planning system (EPRLx). Contact vendors for price quotes, prepare and submit paper to initiate procurement of needed materials, supplies, parts and equipment. Use ERPx to control product cost, inventories, and perform material analysis and maintain accurate Bills of Materials and Routings. Train staff and/or inmates on quality, production, and safe work practices including use of hazardous material, follow established quality procedures, monitor the budget; make recommendations on materials and equipment for an efficient operation. Coordinate the installation, operation, maintenance and repair of equipment. Provide guidance and supervision to increase production, improve quality and assist in developing new products. Evaluate staff and/or inmates work performance and recommend pay raises. Prepare and submit necessary paperwork to report illness/injuries including accident investigations. Review and finalize Inmate Worker Training Incentive Plan (IWTIP) time cards, inmate pay raises and disciplinary and mandatory reports. Prevent escapes, contraband, and destruction of real property and maintain security of work areas and materials. Conduct staff meeting, production meetings, and safety meetings on a regular basis. Implement, participate, and support Industry Employability Program.

REQUISITE SKILLS AND ABILITIES: Basic computer and communication skills are necessary as well as good management and people skills. Good attendance record, willingness to work in a fast paced environment is required.

- Good Leadership Skills,
- Knowledge of Budget Preparation, and
- Effective Communication Skills (Oral and Written)

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 12/12/2018

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PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-134304

FINAL FILING DATE: UNTIL FILLED

POSITION #: 074-420-2108-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: CALIFORNIA STATE PRISON – SACRAMENTO, LAUNDRY, 100 PRISON ROAD, REPRESA, CA 95671

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

This position provides direction and leadership to the CALPIA Laundry enterprise at CSP-Sacramento, which is located in Folsom. This position is responsible for the review, overall production control, and administrative functions for the laundry enterprise, which includes inventory control, procurement, accounting, and personnel; Oversees the efforts of CALPIA staff in the areas of production, quality and delivery of services to CALPIA customers. Actively supports and promotes the Industry Employment Program (IEP); local CALPIA lead position for the Injury and Illness Prevention Program (IIPP); Provides oversight to the Industrial Supervisors on matters associated with day-to-day operations of the Laundry and interacting with other CALPIA institution managers and CALPIA Central Office Staff; Provides direction to subordinate staff regarding changes to work assignments, training, production methods, and staff performance.

REQUISITE SKILLS AND ABILITIES:

- Good leadership skills (ability to supervise & motivate staff using proven leadership techniques)
- Knowledge in budget preparation and cost control methods
- Effective communication skills (oral and written)
- Ability to supervise and motivate subordinate staff using proven, effective leadership techniques

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/15/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 118090

FINAL FILING DATE: UNTIL FILLED

POSITION #: 075-451-7154-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0615 - 1615

LOCATION: CALIFORNIA STATE PRISON – SOLANO, MAINTENANCE & REPAIR, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Supervises the Preventative Maintenance Program and the repair or replacement of machines, equipment, utilities, buildings, and special projects for all CALPIA enterprises; responsible for planning and scheduling labor, materials, equipment, and outside vendors to efficiently repair or maintain all facilities; selects, trains, evaluates, counsels, and supervises staff and inmates; responsible for material and tool control; generates repair analysis including material research, costs and procurement; reviews, audits, and controls the purchase of maintenance materials; oversees the implementation of the Industry Employment Program (IEP) within an enterprise, planning and coordinating responsibilities, and evaluating results to ensure program goals are met.

Responsible for the Health & Safety Program in all enterprises; implements safety meetings; ensures safety standards and compliance with regulatory agencies including CALOSHA; responsible for the hazardous waste and toxic material control program; complies related reports and coordinates inspections from city and county agencies; maintains Material Safety Data Sheets (MSDS) files; attends all safety meetings at the institution; acts as the safety liaison to CALPIA Central Office.

REQUISITE SKILLS AND ABILITIES: The incumbent must possess knowledge of: CDCR and CALPIA laws, rules and regulations; CALOSHA safety regulations; Air/Water Quality Regulations, Workers Compensation claim procedures; safety policies and procedures; supervisory abilities; knowledge of methods, materials, machinery, production techniques, tools and equipment used in industrial operations; ability to exercise initiative and good leadership including analyzing situations accurately; troubleshooting and problem-solving skills; possess effective verbal and written communication skills.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 07/13/2018

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PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-134090

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-450-7154-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, MAINTENANCE & REPAIR, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Manager, and indirectly, the Prison Industries Administrator, supervises an Industrial Supervisor, Maintenance & Repair, at the Correctional Training Facility (CTF). Ensures the Maintenance Department team is continuously updated on current quality, production and safety standards. Continuously inspects maintenance progress and evaluates the Industrial Supervisors' performance. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies and/or assesses the desirability of alterations or improvements, then, provides input to agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator; keeping in compliance with Cal-OSHA requirements and standards. Conducts staff safety meetings on a monthly basis.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR and CALPIA laws, regulations, rules and procedures. In accordance with the classification, all incumbents must have the requisite skill and ability to maintain and repair machines and equipment used by CALPIA Factories and Healthcare Facilities Maintenance janitorial services at Correctional Training Facility and Salinas Valley State Prison.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/15/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-112917

FINAL FILING DATE: UNTIL FILLED

POSITION #: 393-450-7154-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5481 - \$6803, POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1530

LOCATION: PELICAN BAY STATE PRISON, MAINTENANCE & REPAIR, 5905 LAKE EARL DRIVE, GFMR, CRESCENT CITY, CA 95532

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Manager, supervises maintenance and repair staff, including Custodian Supervisor II, at Pelican Bay State Prison. Ensures team is continuously updated on current quality and production standards. Continuously inspects custodial and maintenance progress and make status reports on scheduling basis. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements and provide input on agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR/CALPIA laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/30/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-107333

FINAL FILING DATE: UNTIL FILLED

POSITION #: 405-078-7154-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5481 - \$6803

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1530

LOCATION: CENTINELA STATE PRISON, MAINTENANCE & REPAIR, 2302 BROWN ROAD, IMPERIAL, CA 92251

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under direction, ensures team is continuously updated on current quality and production standards. Continuously inspects custodial and maintenance progress and make status reports on scheduling basis. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements and provide input on agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CALPIA and CDCR Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/10/2018

SKILLED LABORER

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-124580

FINAL FILING DATE: UNTIL FILLED

POSITION #: 081-390-6212-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3485 - \$4002

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1600

LOCATION: CALIFORNIA INSTITUTION FOR MEN, ON-TIME DELIVERY SOUTH, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: Schedules and provides miscellaneous labor and repair to CALPIA Furniture products, at various customer site locations throughout the state, which may include overnight travel. Includes labor and repair to office furniture (desks, chairs, bookcases) and modular office systems. Provides repair at the site, if it is determined the labor and/or repair cannot be accomplished on site, arrangements will be made to return item to the appropriate repair location. If repair is completed on site, ensures repair is complete and clean-up is performed. Attends major projects, coordinated deliveries, or modular office system deliveries to ensure quality products are received and installed according to design. Provides oversight and inspections including punch walks with customer to ensure delivery acceptance and completion. Provides onsite feedback to manufacturing factories and On-Time Delivery management to support quality products. Receives processes tracks and maintains the Repair Material Authority (RMA's) in coordination with On-Time Delivery-South's program for similar repairs. This includes providing customer service taking telephone requests and determining if repairs are appropriate per CALPIA's warranty. Maintain appropriate work tools and equipment for repairs, to site location; works from plans and specifications; select and uses proper tools; carries out oral and written directions.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally and emotionally stressful situations encountered on the job. Climbing up and down equipment; pulling and exerting force in repair of equipment, lifting weight up to 100 lbs; and/or in the protection of personal and real property without compromising their health and well-being or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and State property.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 08/28/2018

STAFF SERVICE ANALYST (GENERAL)

JOB CONTROL #: JC-136989

FINAL FILING DATE: DECEMBER 19, 2018

POSITION #: 063-044-5157-802

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3186 - \$5179

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00AM – 5:00PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630 (CENTRAL OFFICE)

DESCRIPTION OF DUTIES: Under the direction of the Staff Services Manager I, the SSA/ (Training Coordinator) assists with overseeing the statewide Staff Development Unit's (SDU) training functions for CALPIA. The incumbent will also perform a variety of consultative and analytical duties in other administrative areas including Personnel, Business Services, Accounting, Contracts, and Policy and Procedures. Assists in training coordination and presentation; assists SDU staff in designing training curriculum, online modules and materials. Assists in facilitating training related programs and activities in accordance with the CALPIA Strategic Plan. Monitor programs for quality assurance, performs analytical studies and analyzes data of the various CALPIA classifications to determine the disciplines required for the CALPIA organization-wide skills sets.

REQUISITE SKILLS AND ABILITIES: The incumbent must be capable of independently performing the more complex tasks required in this analyst level classification, including strong written and verbal communication skills. The incumbent has a strong working knowledge of Microsoft Outlook, Excel, Word, and PowerPoint. The incumbent will also have knowledge of materials, tools, equipment, methods and procedures used to successfully produce classroom or online training related activities, meetings, conferences, and events. Must possess a strong initiative and ability to work well under pressure and effectively multi-task.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/05/2018

STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTING – ACCOUNTS RECEIVABLE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provide direct support for the Accounting team in the form of financial report analysis, data entry, and clerical work. This includes supporting all staff in the Systems Support Unit, Accounts Receivable, Accounts Payable, Reports and Reconciliation, Inventory Management. Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products. Reconcile and analyze financial data including General Ledger data, Purchase Orders, Invoices, Contracts, Item Master, etc. Assist in the development of accounting policies and procedures and unit guidelines including ISO documents. File, maintain office supplies, prepare data, etc. Perform other duties as requested by Fiscal Accounting Management.

REQUISITE SKILLS AND ABILITIES: Currently enrolled in Accounting curriculum or similar field; Intermediate or higher skill level in MS Excel and other Office Suite programs; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 08/31/2018

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STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FISCAL ACCOUNTING – INVENTORY MANAGEMENT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provide direct support for the Accounting team in the form of financial report analysis, data entry, and clerical work. This includes supporting all staff in the Systems Support Unit, Accounts Receivable, Accounts Payable, Reports and Reconciliation, Inventory Management. Design and create financial queries and reports using Global Software's Spreadsheet Server program (a Microsoft Excel-based, report writing software that interfaces with the enterprise resource planning (ERPLx) general ledger) and other financial reporting tools such as Visual Basic for Applications (VBA) in Excel, etc. Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products. Reconcile and analyze financial data including General Ledger data, Purchase Orders, Invoices, Contracts, Item Master, etc. Assist in the development of accounting policies and procedures and unit guidelines including ISO documents. File, maintain office supplies, prepare data, etc. Perform other duties as requested by Fiscal Accounting Management.

REQUISITE SKILLS AND ABILITIES: Currently enrolled in Accounting curriculum or similar field; Intermediate or higher skill level in MS Excel and other Office Suite programs; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/20/2018

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STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FISCAL ACCOUNTING – INVENTORY MANAGEMENT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provide direct support for the Accounting team in the form of financial report analysis, data entry, and clerical work. This includes supporting all staff in the Systems Support Unit, Accounts Receivable, Accounts Payable, Reports and Reconciliation, Inventory Management. Design and create financial queries and reports using Global Software's Spreadsheet Server program (a Microsoft Excel-based, report writing software that interfaces with the enterprise resource planning (ERPLx) general ledger) and other financial reporting tools such as Visual Basic for Applications (VBA) in Excel, etc. Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products. Reconcile and analyze financial data including General Ledger data, Purchase Orders, Invoices, Contracts, Item Master, etc. Assist in the development of accounting policies and procedures and unit guidelines including ISO documents. File, maintain office supplies, prepare data, etc. Perform other duties as requested by Fiscal Accounting Management.

REQUISITE SKILLS AND ABILITIES: Currently enrolled in Accounting curriculum or similar field; Intermediate or higher skill level in MS Excel and other Office Suite programs; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/20/2018

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STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-066- HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, INDUSTRY EMPLOYMENT PROGRAM, 560 EAST NATOMA STREET, FOLSOM, CA 95630 (CENTRAL OFFICE)

DESCRIPTION OF DUTIES: Under the direct supervision of the Industry Employment Program (IEP) Staff Services Manager II, within the IEP, and general direction of the support staff, the Student Assistant will provide general office functions, data entry, utilize general computer skills for use of Microsoft Word, Excel, and Access software and will assist in the development of various analysis reports.

Receives and organizes documents associated with the Federal and State apprenticeship program, and accurately approves data into the IEP database for offender employability tracking. Student will also be responsible for gathering information, logging certification participant information; processing certification enrollment and closures, filing, ordering/shipping certification supplies to appropriate Federal and State agencies, as well as to institutional IEP Coordinators.

Student will also provide assistance to the IEP Transition Program in completing offender transitional packages. Duties include package development, resume completion assistance, and coordination of IEP materials related to the transition program to include additional information as needed (i.e., brochures, pamphlets, etc.). Assist in maintaining transitional package logs and electronic files.

Assists staff in providing management with various statistical analysis reports based on the data entered into the IEP database. Maintains and monitors the IEP information hotline, responding to requests for information or forwarding to appropriate IEP staff for response, as necessary. The Student Assistant may also participate in other activities where they are needed and as their school schedule and time permits: Assist in the revisions of IEP forms and documents, assist in standardizing program tracking mechanisms marketing assistance, working on special projects, assist in data reporting, database redevelopment, maintenance, reporting on program activities. Will be required to work with offenders and may be required to travel to various institutions.

REQUISITE SKILLS AND ABILITIES: Ability to work in a fast-paced office with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully/effectively with staff at all levels; flexible; the ability to use good judgment and take corrective action when necessary; and maintain excellent attendance. Works independently, takes initiative, and coordinates multiple activities at multiple locations.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/13/2018

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TRAINING OFFICER I

JOB CONTROL #: JC-132726

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-073-5197-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4975 - \$6228

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00AM – 5:00PM

LOCATION: O.H. CLOSE YOUTH CORRECTIONAL FACILITY, CTE, 7650 NEWCASTLE ROAD, STOCKTON, CA 95215

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

REQUISITE SKILLS AND ABILITIES: Must be: experienced in Microsoft Office programs; have professional experience with HTML, JavaScript, Python, etc. coding; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/30/2018

TRAINING OFFICER I

JOB CONTROL #: JC-130862

FINAL FILING DATE: UNTIL FILLED

POSITION #: 096-072-5197-003

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4975 - \$6228

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00AM – 5:00PM

LOCATION: CALIFORNIA STATE PRISON SAN QUENTIN, CAREER TECHNICAL EDUCATION, SAN QUENTIN, CA 94964

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities.

Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

REQUISITE SKILLS AND ABILITIES: Must be: experienced in Microsoft Office programs; have professional experience with Autodesk™ platforms; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/17/2018

TRAINING OFFICER I

JOB CONTROL #: JC-127656

FINAL FILING DATE: UNTIL FILLED

POSITION #: 393-072-5197-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4975 - \$6228

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 08:00AM – 05:00PM

LOCATION: PELICAN BAY STATE PRISON, CTE – CAD, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

REQUISITE SKILLS AND ABILITIES: Must be: experienced in Microsoft Office programs; have professional experience with Autodesk™ platforms; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

REQUISITE APPLICATION DOCUMENT(S): Degree and/or School Transcripts

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants from the Associate Governmental Program Analyst list are being considered. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/19/2018

CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at www.calpia.ca.gov. Your State Application **must indicate** the "Exam Title" and "Exam Code" in order to be processed. ***Applications without this information may be subject to rejection.*** For questions regarding the following examination(s), please call (916) 358-2696.

TYPE OF EXAMINATION: OPEN

EXAM CODE

FINAL FILING DATE:

There are no OPEN examinations at this time.

TYPE OF EXAMINATION: PROMOTIONAL

EXAM CODE

FINAL FILING DATE:

TYPE OF EXAMINATION: CEA

EXAM CODE

FINAL FILING DATE:

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Prison Industries Superintendent I (Agriculture)	6PIAG-01	Continuous
Prison Industries Superintendent II (Agriculture)	6PIAG-02	Continuous
Industrial Supervisor, Prison Industries (Bakery)	7PIBP-01	Continuous
Prison Industries Superintendent II (Bakery)	7PIBP-02	Continuous
Industrial Supervisor, Prison Industries (Bindery)	6PIBD-01	Continuous
Prison Industries Superintendent II (Bindery)	6PIBD-02	Continuous
Industrial Supervisor, Prison Industries (Coffee Roasting & Grinding)	6PICG-01	Continuous
Prison Industries Superintendent II (Coffee Roasting & Grinding)	6PICG-02	Continuous
Industrial Supervisor, Prison Industries (Crops Farm)	6PICR	Continuous
Industrial Supervisor, Prison Industries (Dairy)	6PIDA	Continuous
Industrial Supervisor, Prison Industries (Dental Laboratory)	7PIDL-01	Continuous
Prison Industries Superintendent II (Dental Laboratory)	7PIDL-02	Continuous
Industrial Supervisor, Prison Industries (Detergent Plant)	6PIDP-01	Continuous
Prison Industries Superintendent II (Detergent)	6PIDP-02	Continuous
Industrial Supervisor, Prison Industries (Digital Services)	7PIDS	Continuous
Industrial Supervisor, Prison Industries (Egg Production)	6PIEP01	Continuous
Prison Industries Superintendent I (Egg Production)	6PIEP02	Continuous
Prison Industries Superintendent II (Egg Production)	6PIEP03	Continuous
Industrial Supervisor, Prison Industries (Fabric Products)	6PIFP-01	Continuous
Prison Industries Superintendent I (Fabric Products)	6PIFP-02	Continuous
Prison Industries Superintendent II (Fabric Products)	6PIFP-03	Continuous
Industrial Supervisor, Prison Industries (Food & Beverage Packaging)	6PIFG-01	Continuous
Prison Industries Superintendent I (Food & Beverage Packaging)	6PIFG-02	Continuous
Prison Industries Superintendent II (Food & Beverage Packaging)	6PIFG-03	Continuous
Industrial Supervisor, Prison Industries (Knitting Mill)	6PIKM-01	Continuous
Prison Industries Superintendent II (Knitting Mill)	6PIKM-02	Continuous
Industrial Supervisor, Prison Industries (Laundry)	6PILD-01	Continuous
Prison Industries Superintendent I (Laundry)	6PILD-02	Continuous
Prison Industries Superintendent II (Laundry)	6PILD-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Industrial Supervisor, Prison Industries (Maintenance and Repair)	6PIMR-01	Continuous
Prison Industries Superintendent II (Maintenance and Repair)	6PIMR-02	Continuous
Industrial Supervisor, Prison Industries (Mattress & Bedding)	7PIMB-01	Continuous
Prison Industries Superintendent II (Mattress & Bedding)	7PIMB-02	Continuous
Industrial Supervisor, Prison Industries (Meatcutting/Processing)	7PIMP-01	Continuous
Prison Industries Superintendent I (Meat Plant Operations)	7PIMP-02	Continuous
Prison Industries Superintendent II (Meat Plant Operations)	7PIMP-03	Continuous
Industrial Supervisor, Prison Industries (Metal Fabrication)	6PIMF-01	Continuous
Prison Industries Superintendent I (Metal Products)	6PIMF-02	Continuous
Prison Industries Superintendent II (Metal Products)	6PIMF-03	Continuous
Industrial Supervisor, Prison Industries (Optical Products)	6PIPT-01	Continuous
Prison Industries Superintendent I (Optical Products)	6PIPT-02	Continuous
Prison Industries Superintendent II (Optical Products)	6PIPT-03	Continuous
Industrial Supervisor, Prison Industries (Poultry Processing)	7PIPP01	Continuous
Prison Industries Superintendent II (Poultry Processing)	7PIPP02	Continuous
Industrial Supervisor, Prison Industries (Printing)	6PIPN-01	Continuous
Prison Industries Superintendent I (Printing)	6PIPN-02	Continuous
Prison Industries Superintendent II (Printing)	6PIPN-03	Continuous
Industrial Supervisor, Prison Industries (Sausage Making/Cured Meats)	7PISM	Continuous
Industrial Supervisor, Prison Industries (Shoe Manufacturing)	6PISM-01	Continuous
Prison Industries Superintendent II (Shoe Manufacturing)	6PISM-02	Continuous
Industrial Supervisor, Prison Industries (Tool and Die)	6PITD	Continuous
Industrial Supervisor, Prison Industries (Upholstery)	6PIUP	Continuous
Industrial Supervisor, Prison Industries (Wood Products)	6PIWP-01	Continuous
Prison Industries Superintendent I (Wood Products)	6PIWP-02	Continuous
Prison Industries Superintendent II (Wood Products)	6PIWP-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Construction Supervisor I (Correctional Facility)	7PICS-01	Continuous
Custodian (Correctional Facility)	8PICU-01	Continuous
Lead Custodian (Correctional Facility)	8PICU-02	Continuous
Custodian Supervisor II (Correctional Facility)	8PICU-03	Continuous
Custodian Supervisor III (Correctional Facility)	8PICU-04	Continuous
Equipment Maintenance Supervisor (Correctional Facility)	8PIMS	Continuous
Heavy Equipment Mechanic (Correctional Facility)	7PIEM	Continuous
Heavy Truck Driver (Correctional Facility)	8PITD	Continuous
Industrial Warehouse and Distribution Manager I, Prison Industries	7PIWD-03	Continuous
Industrial Warehouse and Distribution Manager II, Prison Industries	7PIWD-04	Continuous
Industrial Warehouse and Distribution Specialist, Prison Industries	7PIWD-01	Continuous
Industrial Warehouse and Distribution Supervisor, Prison Industries	7PIWD-02	Continuous
Prison Industries Administrator	7PIAD	Continuous
Prison Industries Manager (General)	7PIMG	Continuous
Product Engineering Technician, Prison Industries	7PIPE	Continuous
Products Management Specialist, Prison Industries	7PIPM	Continuous
Quality Control Technician, Prison Industries (Cleaning Products)	7PICP	Continuous
Sales Representative, Prison Industries	7PISR	Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CALPIA Exam Bulletins](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to www.jobs.ca.gov to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at www.cdcr.ca.gov. Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY

<u>TYPE OF EXAMINATION: PROMOTIONAL</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
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Correctional Case Records Manager	8CE3W	December 21, 2018
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Bulletin :

https://cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Promotional/PDFs/Correctional-Case-Records-Manager-Exam-Bulletin.pdf

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS

As part of the CalHR Decentralized Selection Delegation Agreement, California Prison Industry (CALPIA) has access to all service-wide exams administered by CalHR. To view all available examination bulletins please visit the CalHR website at www.jobs.ca.gov. Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.